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2977 Glen Drive, Coquitlam BC V3B 2P7

**Position Title:** Early Childhood Educator  
**Start Date:** January 16th, 2019  
**Wages:** Competitive. Two weeks' vacation plus a benefits package.  
**Terms:** Permanent, Full-time: Mondays-Fridays, 35-40hours/week  
**Location:** Glen Childcare Center, Coquitlam, BC

**About Our Center:**

Over the past eight years, GCC has continuously provided a high-quality childcare service for our community. Our childcare program cares for children from ages 2.5 – 5 years old. We believe that good Early Childhood Educators are crucial to a high-quality childcare program. We are looking for encouraging, dedicated, passionate, caring, patient and hard-working Early Childhood Educators to join our friendly and positive environment.

**Major Responsibilities:**

- Ensuring children's safety
- Supervising and working directly with children
- Providing leadership to the team to deliver high quality and age appropriate programs
- Developing and providing monthly newsletters, calendars and other notices to the parents
- Producing age appropriate and educational activities for the children
- Maintaining positive interactions and healthy relationships with families and co-workers
- Providing excellent customer service in a professional manner
- Directing special events in our childhood program, such as Christmas concerts, graduation ceremony, etc.
- Participate in staff meetings
- Ensuring that all surroundings are appropriate, safe and welcoming

**Requirements for Qualifications:**

- Early Childhood Educator License to Practice
- Current First Aid certificate
- Criminal Record Check
- Doctor's note indicating physical and psychological capability to work with children
- Three reference letters
- Experience working with children in a childcare setting
- Excellent organization and customer service skills
- Ability to efficiently work with co-workers to achieve optimal results
- Leadership to motivate and inspire all team members to participate to achieve desired outcomes

**To Apply:**

Please send your cover letter and resume to:

Email: [info@glenchildcare.com](mailto:info@glenchildcare.com)

**Please Note:**

- **Application Deadline: January 7th, 2019**
- **We thank all applicants, but please understand that only limited candidates will be contacted**